



## City of Fort Worth **Business Smart** Program

# Energy Conservation

Conserving energy in your organization's daily operations is an important step towards saving money, but also reducing the need for the generation of energy, often times a contributing factor in poor air quality. In the United States, nearly half of the energy that runs our buildings is produced by coal fired power plants.

### **Energy Conservation (32 points)**

**Prerequisite:** Track and Report Energy Use with the *Energy Star® Portfolio Manager*

**Background:** Tracking your energy from year to year can help identify trends in your energy use and the potential for conservation.

**Required Action:** Track your energy with the [Energy Star® Portfolio Manager](#). You can use your energy bills to enter data or if you have an energy accounting program many have the ability to import data to Portfolio Manager. The effects of your conservation efforts will be easily identifiable with the more data you can provide as a baseline.

**Points:** Prerequisite to receive any Energy Conservation points.

### **E1**

#### **Conduct an Energy Audit**

**Background:** Conducting an energy audit can help identify avenues for energy conservation.

**Recommended Action:** Get an energy audit done for your building. The Business Smart Resources web page contains information on how to set up an audit.

**Points:** 3 = Have an energy audit conducted by a vendor of your choice.

**Max Points:** 3

## E2

### Achieve an Energy Reduction Goal of 10% or more

**Background:** Setting energy reduction goals for your organization can give your efforts a focus, allowing participants to concentrate on an attainable number for energy conservation.

**Recommended Action:** Examine energy usage (current levels or historical usage up to three years prior to joining Business Smart) and set a goal for energy reduction during the course of the year. Identify actions to be taken to achieve this goal and report on the effectiveness of your actions by showing a reduction in your energy consumption over your baseline year. Visit Oncor's [Take a Load Off, Texas®](#) program for energy efficiency tips.

**Points:** 1 = 10% reduction in energy use

2 = 15% reduction

3 = 20% reduction

4 = 25% reduction

5 = 30% or greater reduction

**Max Points:** 5

## E3

### Assess Your Heating, Ventilating, and Cooling System (HVAC)

**Background:** A building's energy consumption can be calculated as a result of heating and cooling. Assessing your HVAC system is a valuable method of identifying energy conservation potential for your building(s). This service is offered by most local HVAC providers.

**Recommended Action:** Conduct an HVAC test to assess your system's efficiency.

**Points:** 1 = Identify strategies to increase the efficiency of your HVAC.

1 = Implement at least one of these strategies.

1 = For each additional strategy implemented, add up to 2 additional points.

**Max Points:** 4

## E4

### Upgrade Your Lighting System



**Background:** Great strides have been made in energy efficient lighting. Replacing regular incandescent bulbs with high efficiency, compact fluorescent bulbs or LED lighting is one effective energy conservation strategy.

**Recommended Action:** Replace energy inefficient lighting with high efficiency lighting.

**Points:** 2 = Replace all incandescent bulbs with compact fluorescent or LED lighting.

1 = If fluorescent light fixtures (electronic ballast only) are your light source, and have three bulbs, remove one bulb from each fixture.

**Max Points:** 3

## E5

### Efficient Use of Lighting



**Background:** Is lighting being used efficiently by the building's occupants?

**Recommended Action:** Place signs or stickers near power switches to encourage occupants to turn off the lights when a space is not in use. Install timed lighting or occupancy sensor for personal office space and common areas to ensure that unoccupied spaces are not being lit unnecessarily. Instead of overhead lighting, consider providing less energy intensive task lighting (desk lamps) for occupants.

**Points:** 1 = Post signs on / near light switches that remind employees to "Turn it off."

1 = Install timed lighting / occupancy sensors for personal office space.

1 = Install timed lighting / occupancy sensors in common areas (supply closets, kitchens, meeting rooms, etc.).

1 = Provide employees with task lighting and allowing them to choose their light source.

**Max Points:** 4

## E6

### Use Energy Star Rated Appliances

**Background:** [Energy Star®](#) is a government label put on products that deliver features demanded by consumers while meeting high standards of energy efficiency. Choosing products that carry the Energy Star label is a viable strategy to achieving energy conservation goals.

**Recommended Action:** Develop a purchasing / rental policy that gives preference to Energy Star® products. Cataloging the organization's appliances for Energy Star® status will help identify those appliances that should be replaced with an Energy Star® rated product.

**Points:** 1 = Develop and implement a policy for replacing or adding new equipment/appliances with Energy Star® rated products.

1 = Keep an inventory of appliances/equipment that notes Energy Star® status.

**Max Points** = 2

## E7

### Energy Saving Modes

**Background:** Most computers, monitors, and printers have energy saving features. These features can save energy during periods of inactivity.

**Recommended Action:** Set monitors, computers, and printers to energy saving mode. Implement a "Power Down" policy that requires electronics users to turn off their equipment at the end of the day. Provide power strips to equipment that still draws energy despite being shut down.

**Points:** 1 = Implement a "power down" campaign to encourage employees to power down their equipment at the end of the day, and use power strips to completely cut off energy use from dormant devices.

1 = Implement a policy that requires all computers to be turned off at the end of the day.

1 = Change the settings on all office computers to go into sleep mode after a set time of non-use.

1 = Reduce copier/printer power consumption by using Stand-by mode after five minutes of non-use.

**Max Points** = 4

## E8

### Renewable Energy Source

**Background:** The United States currently gets the majority of its energy from nonrenewable sources. Renewable energy makes up only a small fraction of the total percentage of energy produced.

**Recommended Action:** Install or purchase the ability to produce energy on site through renewable sources or contact your energy company and ask for the cost of making a portion of your energy come from a renewable source.

**Points:** 1 = 10-20% of your energy comes from renewable sources

2 = 21-40% of your energy comes from renewable sources

3 = 41-60% of your energy comes from renewable sources

4 = 61-80% of your energy comes from renewable sources

5 = 81-100% of your energy comes from renewable sources

**Max Points** = 5

## E9

### Innovation in Green

**Background:** Design, implement and document a “green” achievement not listed here.

**Recommended Action:** Think outside the box and do something green that has a substantial and measurable impact on any part of the environment as it relates to transportation options. Submit your action to Business Smart for credit approval.

**Points:** 2 = per achievement in any of the WC, AT, EC, WM, or O segments of Business Smart.

**Max Points:** 4 for total Business Smart program